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|  | **Indira Gandhi Delhi Technical University For Women**(Formerly Indira Gandhi Institute of Technology)Kashmere Gate, Delhi-110006 |

Format for sending monthly attendance report/event report for Teaching/Non-Teaching Employee

(Separate proforma should be furnished for Teaching & Non Teaching)

Period: 01st \_\_\_\_\_\_\_\_\_\_2013 (date of preceding month) to 30th/31th \_\_\_\_\_\_\_\_\_\_2013 (Current Month).

1. Regular Employees

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Employee | Designation | Employee Code | Whether any leave taken during the period, E/L, M/L, P/L, EOL or CCL etc. give details. | Date of the leave application forwarded to Personnel Branch | Unauthorized absence, if any | Remarks |
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2. Contract Employees

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Employee | Designation | Employee Code | Whether any leave taken during the period, give details. | Date of the leave application forwarded to Personnel Branch | Unauthorized absence, if any | Whether the extension exist of not. |
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Note: As per laid down condition, long-term contract employees are entitled for total leave of 30 days per year (inclusive of all types) and short –term contract employee one leave per month.

Signature of HOD/Branch Incharge